**JENELYN**

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**OBJECTIVES**

To work in a highly competitive organization that demands experience, education and provides a professional working environment. Willing to learn through new experiences while also playing a pivotal role in the organization’s Development to increase its growth and productivity.

**WORK EXPERIENCES**

​**CROSS TRAINING HOSTESS At FEAST RESTAURANT SHERATON GRAND**

​**Since August 2016 to present**

Welcome to the guest and greet them Escort them to there table

Managing the phone call to take the reservation take out and order

Arrange the tag of foods

and the bill of the guest

​**HOUSEKEEPING/ROOM ATTENDANT at SHERATON GRAND, DUBAI** **since​**​**January 2016 to present​**.

|  |  |
| --- | --- |
| ➢ Changing bed linen and towels | ➢ Dusting and polishing furniture |
|  |  |  |
| ➢ Making beds | ➢ Cleaning bathrooms |
| ➢ Replacing stocks of guest supplies such as | ➢ Vacuuming floors |
|  | shampoo and soap |  |
| ➢ Re-stocking drinks in the mini-bar |  |

**WAITRESS at GRAND HYATT (Banquet), Dubai, U.A.E. from January 2014 – December 2016.**

* Learn menu items and be able to describe them appropriately to guests.
* Great guests and make them feel comfortable.
* Check-in with guests to ensure that everything is going well.
* Refill beverages throughout the meal.
* Deliver guest’s bill and thank them for dining at the restaurant
* Work with other servers and be a team player.
* Deliver beverages and food in a timely manner.
* Clear dirty dishes from table.
* Take beverage and food orders.

**SPA ATTENDANT at GRAND HYATT, Dubai, U.A.E. from December 2013 – December 2014.**

* Greet customers and direct them to the right treatment rooms
* Provide information regarding locker services and schedules
* Assist guests with towels and robes
* Set up supplies needed for treatments and procedures as instructed

**EDUCATIONAL BACKGROUND**

|  |  |
| --- | --- |
| **HOTEL AND RESTAURANT MANAGEMENT** | **2004 – 2005** |
| **System Technology Institute, Philippines** |  |

**PERSONAL COMPETENCIES**

* Work well under pressure alone or as part of a team
* Versatile and able to multitask
* Committed to top quality work
* Responsible, efficient and flexible
* Competent and reliable
* Enthusiastic and self-motivate